



Paul Schell, Mayor

Public Safety Civil Service Commission

Public Safety Civil Service Commissioners:

James A. Fossos

Barbara Laners

Noreen Skagen

Secretary and Chief Examiner

Ruby Dell Harris

MEMORANDUM

DATE: September 13, 2000

TO: Marie Tschirgi, Accountant
ESD Finance Department

FROM: Ruby Dell Harris, Secretary and Chief Examiner
Public Safety Civil Service Commission

SUBJECT: June/July/August Car Rentals for Mamie Hill

The Public Safety Civil Service Commission has been conducting promotional examinations and entry-level Police and Firefighter examinations for the following:

Police Sergeant Oral Examinations April 22 – April 30, 2000
Police Entry Level Physical Agility and written exam May 6 – 7, 2000
Fire Lieutenant Orals Examination May 8 – 19, 2000
Entry Level in-state candidates physical agility test May 20, 2000
Fire Captain Oral Examination June 5 – June 14, 2000
Fire Battalion Chief Orals June 26 – 30, 2000
Entry level Firefighter written July 21 – 24, 2000

These examinations are not conducted during “normal” working hours. Staff was required to begin working at 6:00 a.m. and worked past 8:30 p.m. Public transportation was not available to this staff, therefore, a car was needed to get her and others to and from the locations where testing was occurring.

The City Motor Pool advised us that we would not be able to use a “City” vehicle the length of time we needed transportation. They advised our Department to rent a car from Budget Rent-A-Car under the City’s “B” Contract and we did.

Ms. Hill has already reimbursed the City for use of the car for the days it was not being used to transport her to test locations.



In addition, Ms. Hill was required to work late at night in preparation for the test dates that are listed above. The last bus leaves Seattle for Kirkland at 10:30 p.m. During this period she frequently worked well past 10:30 p.m. This staff has expended her personal funds to stay at test sites that cost approximately \$100.00 per day to be available when needed.

It cost approximately \$50.00 for cab fare to Kirkland, renting the car was more cost effective.

The employee did have the option to not work these hours and I appreciate her not using this alternative. This is a small Department and I needed staff to be at the test site, during the specific hours to ensure the smooth operation of the testing process. I authorized the use of the Budget Rent-A-Car to carry out the mission of this Department.

If you have any additional question, I can be reached at 233-7118.

RDH:mdh

Cc: Dwight D. Dively, Director
Jeannette Gaither

VOUCHER ENTRY REQUEST

Request Date 7/11/00Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSIONBusiness Unit: CTYTransaction Type: DX 27

Transaction No: _____

Vendor Name: Budget Rent a CarVendor No: 90929

Location Code: _____

Invoice No: 618Invoice Date: 5/31/00Gross Amt: \$ 603.33

Disc Pct/Amt: _____

Disc Due Date: _____

Sales Tax: \$ _____

Use Tax: _____

Freight: \$ _____

Special Requests: _____

Separate Check _____

Special Handling Code _____

Check Required By: _____

Distribution Line 1:

Amount: 603.33Description: Car rental (Felt male) for M Hill(with acct 2167.50 deposit 6/24/00)Account: 741190Org: VISIO

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Distribution Line 2:

Amount: _____

Description: _____

Account: _____

Org: _____

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves

Name and Date

7/11/00Ruby See Harris 7/10/00

Name and Date

VOUCHER ENTRY REQUEST

Request Date 7/11/00Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSIONBusiness Unit: CTYTransaction Type: PX27 Transaction No: _____Vendor Name: Budget Rent A CarVendor No: 90929 Location Code: _____Invoice No: 649 Invoice Date: 6/18/00Gross Amt: \$ 255.53 Disc Pct/Amt: _____ Disc Due Date: _____

Sales Tax: \$ _____ Use Tax: _____

Freight: \$ _____

Special Requests: _____

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 255.53 Description: Car rental (F Capt a/c) for M. Hill \$73.00 cap. 6/2Account: 741190 Org: VISIO Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____

Account: _____ Org: _____ Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves 7/11/00
Name and DateRuby Dell Harris 7/10/00
Name and Date

VOUCHER ENTRY REQUEST

Request Date 8/14/00Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTYTransaction Type: B900004 Transaction No: _____Vendor Name: Budget Rent a CarVendor No: 4064 Location Code: _____Invoice No: SEAFB 8173197 Invoice Date: 7/10/00Gross Amt: \$ 131.28 Disc Pct/Amt: _____ Disc Due Date: _____Sales Tax: \$ 20.31 Use Tax: _____

Freight: \$ _____

Special Requests:

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 110.97 Description: Car rental for MHAccount: 741190 Org: V1510 Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____

Account: _____ Org: _____ Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves 8/14/00
Name and DateRuby Dell Harris 8/14/00
Name and Date

VOUCHER ENTRY REQUEST

Request Date 8/14/00Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSIONBusiness Unit: CTYTransaction Type: B90004

Transaction No: _____

Vendor Name: Budget Rent a CarVendor No. 4064

Location Code: _____

Invoice No: SEAF C 8075954Invoice Date: 7/14/00Gross Amt: \$ 468.47

Disc Pct/Amt: _____

Disc Due Date: _____

Sales Tax: \$ _____

Use Tax: _____

Freight: \$ _____

Special Requests:

Separate Check _____

Special Handling Code _____

Check Required By: _____

Distribution Line 1:

Amount: 468.47Description: Car rental for MH (6/13-7/5/00)Account: 741190Org: VISIO

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Distribution Line 2:

Amount: _____

Description: _____

Account: _____

Org: _____

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves

8/14/00

Name and Date

Ruby Dell Hunter

Name and Date

8/13/00

VOUCHER ENTRY REQUEST

Request Date 8/14/00
Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTV
Transaction Type: B90004 Transaction No: _____
Vendor Name: Budget Rent a Car
Vendor No: 4064 Location Code: _____
Invoice No: SEAFEC 8230096 Invoice Date: 7/17/00
Gross Amf: \$ 127.76 Disc Pct/Amt: _____ Disc Due Date: _____
Sales Tax: \$ 19.76 Use Tax: _____
Freight: \$ _____

Special Requests:

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 108.00 Description: Car rental for MH (7/14-17/00)
Account: 741190 Org: VISID Open Item: _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____
Account: _____ Org: _____ Open Item: _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By: _____

Rose Almachar Alves

8/14/00

Name and Date

Ruby Dell Harris 8/14/00

Name and Date

VOUCHER ENTRY REQUEST

Request Date 8/14/00
Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTY
Transaction Type: B90004 Transaction No: _____
Vendor Name: Budget Rent a Car
Vendor No: 4064 Location Code: _____
Invoice No: SEAFC 82 84556 Invoice Date: 7/27/00
Gross Amt: \$ 212.94 Disc Pct/Amt: _____ Disc Due Date: _____
Sales Tax: \$ 32.94 Use Tax: _____
Freight: \$ _____

Special Requests:

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 180.00 Description: Car rental for MH (7/21-26/00)
Account: 741190 Org: VISID Open Item _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____
Account: _____ Org: _____ Open Item _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves 8/14/00
Name and Date

Ruby Dell Harris 8/14/00
Name and Date

VOUCHER ENTRY REQUEST

Request Date 9/25/00

Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTY

Transaction Type: B90004 Transaction No: _____

Vendor Name: Budget Rent A Car

Vendor No: 4064 Location Code: _____

Invoice No: Seafc 8672768 Invoice Date: 9/11/00

Gross Amt: \$ 127.76 Disc Pct/Amt: _____ Disc Due Date: _____

Sales Tax: \$ 19.76 Use Tax: _____

Freight: \$ _____

Special Requests:

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 108.00 Description: Car rental for MH 9/8 - 11/00

Account: 741190 Org: VIS10 Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____

Account: _____ Org: _____ Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By:

Ruse Almachar Alves 9/25/00
Name and Date

Ruby Dell Harris 9/25/00
Name and Date

VOUCHER ENTRY REQUEST

Request Date 10/9/00

Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION

Business Unit: CTY

Transaction Type: B90004

Transaction No: _____

Vendor Name: Budget Rent a Car

Vendor No: 4064

Location Code: _____

Invoice No: seaf 88 21456

Invoice Date: 10/2/00

Gross Amt: \$ 148.04

Disc. Pct/Amt: _____

Disc Due Date: _____

Sales Tax: \$ 19.76

Use Tax: _____

Freight: \$ _____

Special Requests:

Separate Check _____

Special Handling Code _____

Check Required By: _____

Distribution Line 1:

Amount: 128.28

Description: Rental car 9/29-10/2/00

Account: 742590

Org: VISI0

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Distribution Line 2:

Amount: _____

Description: _____

Account: _____

Org: _____

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Voucher Prepared By:

Rose Almachar Alves

Name and Date

10/9/00

Payment Authorized By:

Ruby Dell Harris 10/9/00

Name and Date

VOUCHER ENTRY REQUEST

Request Date 11/8/00

Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTV

Transaction Type: DV 2000-65 Transaction No: _____

Vendor Name: Mamie D. Hill

Vendor No: 00000 79680 Location Code: _____

Invoice No. seafc 9042664 Invoice Date: 11/6/00

Gross Amt: \$ 144.67 Disc Pct/Amt: _____ Disc Due Date: _____

Sales Tax: \$ 18.67 Use Tax: _____

Freight: \$ _____

Special Requests: _____

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 126.00 Description: MH's rental car 11/3-11/5/00

Account: 742590 Org: VISID Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____

Account: _____ Org: _____ Open Item _____

PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves 11/8/00
Name and Date

Ruby Dell Harris
Name and Date

From: Mamie Hill
To: Tschirgi, Marie
Date: 07/25/2000 5:33 PM
Subject: Re: Rental Car for Mamie Hill

Your other questions related working hours. We were not working normal working hours. Fourteen hour days is not normal. These were unusual working conditions and our Office could not adhere to the norm.

The B contract was use to rent the car. I submitted all the paperwork which was given to me by Budget Rental to Rose Alves and she was aware that it was under the B Contract.

Our temporary staff was also transported to the test site. After a few days she found it too stressful to commute each day.

She rented a room at the test site at a cost of (\$100.00) per day and held test material in her room each night rather than have staff load and unload materials each day.

>>> Marie Tschirgi 07/24 3:07 PM >>>
Rose/Ruby,

This Email is in regards to two vouchers submitted by your department for payment to Budget Rent-A-Car. One for \$603.33 and one for \$255.53

The invoices list Mamie Hill as the "Renter" of the car. I see where Mamie reimbursed the City for part of the cost, however, since Mamie is a City employee, Special Accounting is in need of additional information/justification as to why a car rental was required for in-city use.

Please respond to the following issues/questions:

1. Please supply Special Accounting with a copy of the rental agreement which is required backup for a vehicle rental. If you no longer have this document, a copy will need to be requested from the vendor.
2. Was the City's B Contract #B90004 with Budget Rent-A-Car utilized for this rental? (the B# is not indicated on the invoice). The B Contract has a negotiated low government rate which also includes the insurance as part of the rental rate. If the B Contract was not mentioned at the time of the rental - it's possible the City was billed incorrectly and may be due money back from the vendor.
3. Why was a rental car required versus the use of a City motor pool vehicle?
4. Was Mamie the sole user of the car (ie.. was it also used to transport members of the oral board panels).
5. How was Mamie's reimbursement calculated. The allowable cost to the City is for the distance from the PSCS office to the test site and back - and additional trips as required for City business during work hours. The commute from home to office is the employee's responsibility - even if the employee is going from home directly to the test site - this is still considered their commute to work for that day.

Thank you in advance for your attention to this matter. I'll be holding payment on the Budget invoices until we've received your response.

From: Mamie Hill
To: Tschirgi, Marie
Date: 07/25/2000 5:14 PM
Subject: Re: Rental Car for Mamie Hill

I do not live in the City of Seattle. The bus service from my home did not allow me to get from my home to the testing site each day and be there when needed. The car rental facility is not open on Saturday and Sunday. We were instructed by the Motor Pool that they would not allow their vehicles to be used the number of days we need to have transportation. We were told to rent a car under the B Contract. The Public Safety Civil Service Department only paid for the actual days testing were conducted. Although, we were not testing I worked some nights until 12:00 p.m. There is not bus service to my home after 10:30 p.m., I paid for the use of the car anyway.

I do not own a car.

Had I not worked those hours, we would not have been able to administer the test to the Firefighters.

Mamie D. Hill

>>> Marie Tschirgi 07/24 3:07 PM >>>
Rose/Ruby,

This Email is in regards to two vouchers submitted by your department for payment to Budget Rent-A-Car. One for \$603.33 and one for \$255.53

The invoices list Mamie Hill as the "Renter" of the car. I see where Mamie reimbursed the City for part of the cost, however, since Mamie is a City employee, Special Accounting is in need of additional information/justification as to why a car rental was required for in-city use.

Please respond to the following issues/questions:

1. Please supply Special Accounting with a copy of the rental agreement which is required backup for a vehicle rental. If you no longer have this document, a copy will need to be requested from the vendor.
2. Was the City's B Contract #B90004 with Budget Rent-A-Car utilized for this rental? (the B# is not indicated on the invoice). The B Contract has a negotiated low government rate which also includes the insurance as part of the rental rate. If the B Contract was not mentioned at the time of the rental - it's possible the City was billed incorrectly and may be due money back from the vendor.
3. Why was a rental car required versus the use of a City motor pool vehicle?
4. Was Mamie the sole user of the car (ie.. was it also used to transport members of the oral board panels).
5. How was Mamie's reimbursement calculated. The allowable cost to the City is for the distance from the PSCS office to the test site and back - and additional trips as required for City business during work hours. The commute from home to office is the employee's responsibility - even if the employee is going from home directly to the test site this is still considered their commute to work for that day.

Thank you in advance for your attention to this matter. I'll be holding payment on the Budget invoices until we've received your response.

Dated 8/15/00 ✓

From: Marie Tschirgi
 To: Harris, Ruby
 Subject: June/July Car Rentals for Mamie Hill

Ruby,

A justification memo is needed for the 4 additional vouchers submitted by your department for payment to Budget Rent-A-Car. All four rentals were made in Seattle so explanation is needed as to why a rental car was needed for in-city use.

As on the previous two Budget invoices we received for May & June, these invoices list Mamie Hill, a City of Seattle employee, as the "Renter" of the car.

Invoice amounts and rental periods are:

1) 603.33	5-5 to 5-22	212.94 (6 days)
2) 285.53	6-5 to 6-12	73.00 (2 days)
3) 468.47	6/23-7/5/00 (which includes 2 full weekends and a Holiday)	through 6/14/00
4) 131.28	7/7 - 7/10/00 Friday thru Monday rental	
5) 127.76	7/14 - 7/17/00 Friday thru Monday rental	
6) 212.94	7/21 - 7/26/00 Friday thru Wednesday rental	
7) 127.76	9/8 - 9/11/00	8) 9/29 - 10/2 148.04

Please respond to the following issues: (Please include the CC: list, above, on your response.)

1.) Why was a rental car required for "in-city" use? i.e... was a special project going on which required out-of-the-office transportation **during normal working hours**? If this is the case, then that special project must be named along with the dates of the project as justification.

2.) Why was a rental car used instead of a City Motor Pool car?

3.) Is the employee reimbursing the city for use of the rental car outside of work hours? The City is only responsible for the use of the rental car for **city business - during work hours**.

I will reiterate once again that per City of Seattle Policy, **the commute from home to office is the employee's responsibility**.

- If an employee is traveling directly from home to a temporary satellite location - this is considered their commute to work for that day and is their responsibility. (They have the option of coming into their normal place of work and taking a city car, taxi or personal vehicle to the satellite location and getting reimbursed)

- If an employee is required to work extra hours or extra days that are not part of his/her regular shift - the employee is responsible for their commute to work for those additional hours or days regardless of the lateness of the hour or the day. The employee has the option of not working the additional hours if transportation is a problem.

Thank you in advance for your attention to this matter. I'll be holding payment on the Budget invoices until we've received your response.

Vendor # 4064

CC: Alves. Rose. Gaither. Jeannette. Hill. Mamie. L..



City of Seattle

Paul Schell, Mayor

Public Safety Civil Service Commission

Public Safety Civil Service Commissioners:

James A. Fossos

Barbara Laners

Noreen Skagen

Secretary and Chief Examiner

Ruby Dell Harris

Handwritten: #181,000
#7

THE CITY OF SEATTLE

Public Safety Civil Service Commission

MINUTES

The Public Safety Civil Service Commission met on Wednesday, August 30, 2000, at 10:13 a.m. in Room 340 of the Arctic Building. The meeting was called to order by Chairperson Noreen Skagen with Commissioners James A. Fossos and Barbara Laners present.

Item No. 1 – Approval of Minutes from the Meeting Held on July 19, 2000 The approval of Minutes was moved, seconded, and carried.

Item No. 2 – PSCSC Investigation and Item No. 3 – Executive Session. The Commission went into executive session to discuss personnel issues. After the executive session, the Commission took a lunch break.

Upon their return at 1:37 p.m., the Commission resumed the remainder of the agenda. Commissioner Fossos made a resolution motion that from this day forward the Commissioners will be fully informed of all matters relating to the on-going work place harassment investigation. If necessary meetings will be called for to inform and keep Commissioners abreast of all matters pertaining to this investigation.

Item No. 4 – Appeal – Non-Promotion from the 1997 Fire Captain Register – Lt. Larry LaBrec. Lt. LaBrec was present and stated that he was been passed over for promotion to Fire Captain by Chief Sewell without good cause and with possible discrimination intent. He discussed the reasons and justification for his appeal in detail. The following exhibits were provided to the Commission:

Exhibit #1: (A) Memorandum dated September 17, 1999 from Battalion Chief Michael Johnson, to Chief of the Fire Department, re. Captain Candidate Larry LaBrec; (B) Memorandum dated September 20, 1999 from Battalion Chief Michael Brooks, to Chief of the Fire Department, re. Lieutenant Larry LaBrec; (C) Memorandum from Chief Lomax, to Chief of the Department, re. Lt. LaBrec, Captain Promotion; (D) Memorandum dated November 1, 1999 from Ret. Batt. Chief Brian Lord, to James Sewell, re. Lt. Larry LaBrec; and (E)

Letter dated April 19, 2000 from Ret. Batt. Chief Carter Hoffman, to Chief James Sewell, regarding Lt. Larry LaBrec.

Exhibit #2: Transcription – Chief Sewell’s Testimony Re. Fire Promotional Interview Process – February 19, 1998 PSCSC Hearing.

Exhibit #3: Requests for Certification for Fire Captain dated June 2, 1998; September 6, 1998; December 21, 1998; February 3, 1999; February 12, 1999; April 22, 1999; November 29, 1999; January 7, 2000; March 9, 2000; and May 17, 2000. Certification lists were attached, respectively.

Exhibit #4: Amended (June 13, 1998) copy of March 20, 1998 Examination Results for Fire Captain #7-97 Promotional held on September 6, 1997.

Exhibit #5: Seattle Fire Department Report on Probationary Fire Officers.

Exhibit #6: (A) Inspections – D Shift, August 13, 1999 through September 22, 1999; (B) Record of Company Inspections, Company Journal, Engine 21 “D”, Date Page Started 3/9/99, 2/16/99, 8/5-29/99; 9/1-30/99, and 10/3/99-27/99; (C) Letter from James E. Dallas re Acting Captain LaBrec (no date).

Exhibit #7: Seattle Fire Department, Policy 3003, Equal Employment Opportunity.

Exhibit #8: (A) List of dates promotional candidates entered the Seattle Fire Department; (B) Date promoted to Lieutenant; (C) Captain Promotions and Years as Lieutenant; (D) List of Eleven Promoted Candidates; (E) Captain’s Promotions (dates promoted and years as lieutenant); and (F) Request for Certification to Promote.

Exhibit #9: (A) There are some lines that cannot be crossed; (B) News article in the Seattle Times dated May 3, 1998, “Controversy dogs short tenure of Seattle fire chief”; (C) News article in the Seattle P-I dated February 13, 1999, “Firefighters union may ask Chief Sewell to step down”; (D) City of Seattle Public Safety Civil Service Commission Rules of Practice and Procedure.

Lieutenant LaBrec is requesting investigation into the reasons he has not been promoted. Commissioner Fossos moved that the Commission hold a formal hearing to discuss Lieutenant LaBrec’s appeal. The motion was seconded and carried.

Item No. 5 – Request for Waiver on Firefighter Written Exam Re: ADA (Americans Disability Act) – Firefighter Candidate Craig Uher. Colleen Lafferty, Special Exams Analyst for Public Safety Civil Service Commission, explained the

process and procedures involved in testing for the fire fighter entry-level position. Craig Uher, firefighter candidate, was present and submitted to the Commissioners letters of recommendation to support his experience, skills, and personal integrity. Mr. Uher failed the written exam by .49 points and request, due to his learning disability, that he be allowed to continue process. Mark Lefkovits, educational consultant specializing in learning disabilities, was present and stated that Mr. Uher's learning disability in reading is not related to intellectual or physical disabilities. He is in support of Mr. Uher to continue with the testing process.

Assistant Chief David Daniels represented the Seattle Fire Department and stated that the Seattle Fire Department and the Public Safety Civil Service Department are giving an equal opportunity for applicants to compete in the selection process and added the task of a fire fighter is time critical in nature. He stated that if the Commission decided to adjust the passing grade, it should be applied to all candidates on the list.

Commissioner Fossos said he supports setting the passing grade of 70% due to past practice.

Rachael Schade, Special Exams Analyst for the Public Safety Civil Service Commission, stated the test consultants have devised into their exam and scoring development a validated and sound method to come up with a passing point. She added that if the Commission imposed changes to the passing point to an entry-level or promotional exam which was based on the consultant's validation methodology, it might become an issue.

Chairperson Skagen announced that the Commission would take the matter under advisement, and that the Commission would notify Mr. Uher of their decision to his request at a later time.

Chairperson Skagen had to leave at 3:55 p.m. due to a prior commitment; Commissioner Laners served as Acting Chairperson for the remainder of the hearing.

Item No. 6 – Request for Proposals to Develop the Police Lieutenant and Captain Exams – Rachael Schade. Rachael Schade presented the following proposals submitted to the Commission: Institute for Public Safety Personnel, Inc.; I/O Solutions; CWH Management Solutions; and Donnoe and Associates

Ms. Schade recommended the Institute for Public Safety Personnel, Inc. to develop the Police Lieutenant and Captain exams.

Commissioner Fossos said that he wants to be ensured that the questions developed by the consultant be derived from the exam bibliography.

Commissioner Fossos moved to approve the Institute for Public Safety Personnel, Inc. as the consultants to develop the Police Lieutenant and Captain examinations. The

motion was seconded and carried. Commissioner Fossos added that a written commitment be signed to secure the funding from the budget process or through the Police or Fire Departments to properly conduct the exams.

Item No. 7 – Budget Report. Ruby Dell Harris, Secretary and Chief Examiner for Public Safety Civil Service Commission, reported on the budget issues. She distributed the budget report ending July 2000. She explained there are costs to be added to the budget, including close to \$35,000 in Seattle Police Department reimbursements. She stated that overexpenditures to date has totaled to \$181,658.50. She explained that the additional money requested would be, as follows: \$45,000 for Temporary Employment Services; \$32,000 for Ronda Weston's retirement benefits and three-month salary for training the new analyst; \$45,000 for validation expenses for the fire lieutenant, fire captain and fire battalion chief promotional exams; \$7,399 for salary settlement for Mamie Hill's out-of-class assignment; \$29,444 for validation study cost for fire fighter exam; and \$1,929 for estimated Executive Services Department additional costs such as data processing services, building rental, vehicle rentals, postage/delivery interoffice mail, and telephone costs. Chief Examiner Harris stated that these costs are justified expenses and are documented.

Commissioner Fossos stated his frustration in the delays in providing adequate office space for the Commission staff. Chief Examiner Harris said the office move to the Key Tower, which was anticipated in 2002, will now be in 2007.

Commissioner Fossos moved to accept the budget report. The motion was seconded and carried.

Item No. 8 – Correspondence. Chief Examiner Harris notified the Commission on the correspondence received:

A. A letter was sent to Chief Gil Kerlikowske of the Seattle Police Department, requesting special examiners to review test questions developed by the test consultant for the Police Lieutenant and Captain examinations.

B. Several confidential correspondence have been received regarding the alleged harassment complaint.

C. A letter from Susan Cohen, City Auditor, notifying the Commission that an audit will be conducted by their agency, and that a time to commence the process would be arranged.

Item No. 9 – Designation of Special Examiners. None.

Item No. 10 – Unfinished Business/New Business. None.

Item No. 11 – Other. None.

The meeting was adjourned at 4:27 p.m.

* * * * *

Ruby Dell Harris
Secretary and Chief Examiner

Horien J. Skagen
Commission Chairperson

/raa

(Minutes/M083000)

Public Safety Civil Service Commission

Supplement to Proposed Budget for 2001-2002

The Commission is the agency responsible for administering the civil service system for the sworn fire and police employees. If the City of Seattle is to effectively have crime prevention and public safety as high priorities, the first step begins with the Commission having a high quality testing process used to hire firefighters and police officers.

Identifying the best methods to test candidates on the knowledge, skills and abilities to perform the job is contingent on monies available to accomplish this goal. Providing the Commission with the necessary money for consultants, education, training, validation studies, etc. are critical. Without a valid and reliable exam process, the testing process will be compromised. Our exams must be valid and comply with Federal Uniform Guidelines on Employee Selection Procedures. Providing adequate funds to improve the validity and reliability of exams will lessen the chances of litigation and provide more competent sworn employees to protect our citizens.

Identified below are items which the Commission believes should have additional funding and the amount requested above the target budget.

OTHER SERVICES

2001 / 2002

Room Rental Charges

\$35,000 / 25,000

The change in the process for the police and fire promotional testing will require additional off-site space to accommodate the increase in the a number of oral board raters for the promotional exams.

Assessment Center Training and Written Oral Test Development **\$25,000 / 20,000**

A goal of the Commission is to continue to improve the quality of exams by seeking new test methods for the selection process. Within the last six years, the Commission has taken steps in improving the testing process for our customers. We have utilized video based testing, laser disc digital combustion equipment, realistic mock scenes, candidate workshops, input from the fire and police promotional task force, and survey results to improve the quality of exams.

The Fire and Police Personnel Departments have taken steps to more actively recruit for qualified applicants. As a result, there will be the need for the Commission to administer more frequent entry level fire and police exams. Costs of copying, printing, and renting facilities to administer exams, and overtime expenses will increase.

Entry-level testing for police and fire candidates must be revisited to ensure that the critical job knowledge, skills and abilities are measured for the Fire and Police Departments to select the best qualified candidates. Depending on the requirements, the Commission may need to purchase exams from outside testing agencies for thousands of candidates or develop new in house exams.

For promotional exams, variations of assessment center testing are used, e.g. video exercises, group exercises, tactical problems, and in-basket tests. These types of exams are more appropriate for supervisory/management positions vs. multiple choice type questions.

Consequences: The Commission would not be able to fully support the recommendations of the Police and Fire Promotional Task Force to increase candidate participation and develop realistic exams to assess a candidate's ability to perform at the promotional rank. The quality of entry-level candidates selected is also jeopardized without the appropriate testing tools/expertise of consultants needed to develop the exams.

Consultant Fees/Oral Board Rater Fees

\$25,000 / 15,000

Funds would be used to hire consultants to assist in the development of entry-level and promotional exams and provide guidance to staff, analyze statistics for adverse impact and make recommendations to improve the validity of exams.

These fees would include air travel, hotel accommodations/meal expenses for oral board raters; at least, one rater from a major seven West Coast City comparable to Seattle (Long Beach, CA; Oakland, CA; Portland, OR; San Francisco, CA; Sacramento, CA; San Jose, CA; and San Diego, CA). Due to the high competition amongst candidates, it is desirable to have oral board raters less known to the candidates.

Validation

\$35,000 / 25,000

In order to ensure compliance with the Federal Uniformed Guidelines, all tests must be periodically validated as the job requirements change to compare exam results to background evaluations, recruit school, academy evaluations and job performance.

Consequences: Without funding the Commission and the City of Seattle are at risk for litigation which could result in a large monetary lost. Candidates may claim that exams are not job related and haven't met Federal Guidelines.

PERSONAL SERVICES

Overtime Costs

\$25,000 / 15,000

The Commission written and physical agility exams are held on weekends to accommodate candidates from out-of-state and the local area. Although the Fire and Police Departments provide assistance, Commission staff is responsible for the smooth operation of the test and must be present, thus, incurring overtime costs.

The Police and Fire Departments have become more active in their recruiting efforts to attract candidates and have requested that the Commission administer more frequent exams.

Consequences: Without additional overtime funds, the Commission budget would not be able to administer more exams. This would effect the Fire and Police Departments' ability to recruit candidates in a timely manner to fill new positions.

New Position — Administrative Specialist I

\$40,000/40,000

The Commission is requesting an Administrative Specialist I position with the primary responsibility for intake and processing fees for the entry-level firefighter and police officer applicants.

Several budgetary items faced by the Commission are as a result of being driven by numbers, especially with the entry-level fire fighter and police officer exams. All candidates who apply are eligible to test; however, past practice has shown that approximately one-half (1/2) of total applicants appear for each exam. In 1997 although the total number of entry-level applicants was 8,000, approximately 50% appeared for exams.

A full-time Administrative Specialist I employee would be required to handle the processing of application fees, deposits and record maintenance. Charging a \$10.00 fee would pay for the costs of the Administrative Specialist I and provide extra money for some of the other Commission budget requests.

Consequences: Without funding a new position, the current Commission Staff would not be able to handle the volume of money received and conduct proper processing.

Salary Increase for Commissioners

\$15,000 / 15,000

The Commissioners spend a substantial amount of time preparing for disciplinary hearings, appeals on test question and other Commission business. The roles and

responsibilities for the Commission has increased substantially due to various appeal issues, testing requisites and legal ramifications of decisions made by the Commission. An increase of \$5,000 for each of the three Commissioners is requested.

Consequences: It will become difficult to recruit Commissioners to devote the time and commitment required of an "On-Call Commissioner, 24, hours a day.

Reinstatement of 40-hour week for Administrative Specialist III \$12,000 / \$15,000

In 1997 the Administrative Specialist III position to the Secretary and Chief Examiner was reduced to ¾ time. As a result, the Secretary and Chief Examiner does not have adequate full-time clerical assistance to accomplish daily duties.

Consequences: The Secretary and Chief Examiner will have to continue to rely on the Administrative Specialist I and TES employees to fill in the gap to accomplish critical work, which in turn has a spiraling effect on their completing work for the two special exam analysts.

Staff Training and Education/Research and Development \$15,000 / 15,000

The three Commissioners, Secretary and Examiner and two special exams analysts need to continually stay abreast of new trends in the field of test development, analysis and validation. Throughout the year, numerous local, regional and national conferences/seminars are held throughout the U.S. Funds are needed to allow staff to attend and participate in these sessions, purchase manuals and subscribe to magazine and other publications.

The constant threat of litigation requires that our exams (written and physical abilities) be valid and meet Federal Uniform guidelines. Thus, continual improvement of the exams to ensure job-relatedness is important, as well as utilizing expert consultants and providing staff with the necessary training and education to accomplish their job duties. Personal and professional development will be encouraged and considered high priority.

Consequences: Inadequate education and training for the three Commissioners, Secretary and Chief Examiner and two special exam analysts would jeopardize the quality of the exam process.

Commission Van \$25,000 /0

A van would be used by the Commission to transport test materials and staff to various test sites

TOTAL ESTIMATED COSTS TO
BE ADDED TO BASE BUDGETS
FOR 2001 \$ 252,000
FOR 2002 \$ 185,000

AUDIT:	Public Safety Civil Service Commission
DATE PREPARED:	December 1, 2000
PREPARED BY:	Wendy K. Soo Hoo

PERSON INTERVIEWED:	James Fossos
POSITION:	PSCSC Commissioner
TELEPHONE NUMBER:	6-1304
AUDIT STAFF PRESENT:	Susan Baugh, Wendy Soo Hoo
DATE OF INTERVIEW:	December 1, 2000
REVIEWED BY AUDITOR:	

PURPOSE OF INTERVIEW:	To obtain discuss Commissioner Fossos's concerns and to find out if there are any issues he would like audit staff to consider.
-----------------------	---

HIGHLIGHTS OF DISCUSSION:

Commissioner Fossos is the commissioner elected by the police and fire personnel. He recounted a Council budget hearing in which Martha Choe singled out the PSCSC and threatened an audit. Jim said that he welcomed the audit as an opportunity to educate others about the role of the PSCSC.
--

He felt confident that we would find that overexpenditures were used for legitimate expenses and could be accounted for.
--

Jim expressed concern that the PSCSC is underbudgeted. He claims that according to state law, the city is mandated to provide adequate funding for the commission's operations. He also stated that he feels that the Secretary/Chief Examiner is an outstanding employee and he is angry that she does not have adequate funding to work with.

Jim also spoke about Norman Rice's efforts to consolidate the PSCSC and the Civil Service Commission. He (and the other commissioners) felt that the two commissions have distinct functions that should remain separate. Ultimately, consolidation did not occur although several employee changes were made. Jim felt that the personnel changes were detrimental to the commission.
--

Jim stated that the commission has gotten great cooperation from Greg Petersen and Greg has helped improve relations with the budget office. The commission has been under close scrutiny by the budget office since 1996.
--

He also brought up an independent review of the commission's facilities. He said that he believed the inadequate facilities contributed to the hostile work environment claim against the commission. He was also concerned that the facilities made a poor first impression on civilians who walk in to get information about police and fire exams. He is concerned that this issue has never been addressed and plans to move the commission into better facilities have been postponed several times. He also expressed frustration that with appropriate facilities, the commission would not need to incur some of the
--



City of Seattle

Paul Schell, Mayor

Public Safety Civil Service Commission

Public Safety Civil Service Commissioners:

James A. Fossos

Barbara Laners

Noreen Skagen

Secretary and Chief Examiner

Ruby Dell Harris

ATTACHMENT 7

MEMORANDUM

DATE: November 9, 2000.

TO: Jack Johnson, Chief of Civil Division
City Law Department

FROM: Ruby Dell Harris *Ruby Dell Harris*
Secretary and Chief Examiner

SUBJECT: Request for Legal Opinion – Use of Budget Rental Car

Your written legal opinion is requested on the above referenced item. Attached for your review is correspondence with the pertinent information.

1. A response is needed as to whether or not it was appropriate to use the City car to travel to a work site other than the normal Commission Office; and
2. Whether or not the City car can be used for personal business during the period of time allocated for the testing process, if the employee reimburses the City.

Thank you in advance for your prompt response

RDH:mdh

Cc: Mary Kay Doherty, Assistant City Attorney
Noreen Skagen, Commission Chair
James A. Fossos, Commissioner
Barbara Laners, Commissioner

VOUCHER ENTRY REQUEST

NOTE: ATTACHMENT 8
DISPLAYS RUBY DELL
HARRIS'S AUTHORIZATION
OF TWO PERSONAL
CAR RENTALS.

Request Date 8/14/00Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSIONBusiness Unit: CTYTransaction Type: B90004

Transaction No: _____

Vendor Name: Budget Rent a CarVendor No: 4064

Location Code: _____

Invoice No: SEAF 8173197Invoice Date: 7/10/00Gross Amt: \$ 131.28

Disc Pct/Amt: _____

Disc Due Date: _____

Sales Tax: \$ 20.31

Use Tax: _____

Freight: \$ _____

Special Requests:

Separate Check _____

Special Handling Code _____

Check Required By: _____

Distribution Line 1:

Amount: 110.97Description: Car rental for M.H.Account: 741190Org: V1510

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Distribution Line 2:

Amount: _____

Description: _____

Account: _____

Org: _____

Open Item _____

PC Unit: _____

Project/Grant: _____

Activity: _____

Voucher Prepared By:

Payment Authorized By:

Rose Almachar Alves

8/14/00

Name and Date

Ruby Dell Harris 8/14/00

Name and Date

Budget**SEARS**
Car & Truck Rental

FORM # ADS-115-4 (5/98)

INSURANCE CERTIFICATE NO. (TRUCKS ONLY)

BUDGET ROADSIDE CARE (800) 858-5377
FINANCIAL DISTRICT 206 682 8989

STATION: SEAF

SEATTLE, WA

98104

CREDIT IDENTIFICATION OR BILLING INSTRUCTIONS
RENTER

MAMIE D HILL

VALID DRIVERS LICENSE

284752

VEHICLE NO/
OWNING
LOCATIONRENTAL
AGREEMENT
NUMBER

SEAFC8173197

CREDIT CARD NO.

VI4227097018083508350835

AUTHORIZATION NO.

007266

941KZU WA

LICENSE NO.

SEAFC FIN DIST CAR

ADDITIONAL DRIVERS

NONE

VALID DRIVERS LICENSE

MAKE / MODEL

HY SONATA

TIME

07/10/00 0946

RETURN LOCATION

FINDT FINANCIAL DIST

DUE DATE 1759

07/10/00

MILEAGE
IN

10885

RATE FCAR

SEN

TIME

07/07/00 1728

REMARKS

VI 131.28

MILEAGE
OUT

10776

MIN

010

MAX

040

MILES
DRIVEN

109

MILES
ALLOWED

RATE QUALIFICATIONS

- * DAILY RATE IS BASED ON A 24 HOUR DAY MINIMUM CHARGE
- * DISCOUNT RATES ONLY FOR SPECIFIED PERIOD
- * RATES DO NOT INCLUDE FUEL OR REFUELING CHARGE
- * RENTER PURCHASED FUEL AT TIME OF RENTAL

WK=5DAY MIN

3-WK DAY 36.99 110.97

TOTAL T & M 110.97

TAX @ 10.300% ON 110.97 20.31

SUBTOTAL 131.28

CHARGED 131.28

LDW TRUCK DAMAGE LIMIT: 3

(see paragraph 4)

ALL INFORMATION ENTERED ON THIS PAGE IS CORRECT (INCLUDING OPTIONS ACCEPTED OR DECLINED BY ME), AND I AGREE TO ALL TERMS OF THIS AGREEMENT (PAGES 1, 2, 3 AND 4).

X SIGNATURE ON FILE

LOSS DAMAGE WAIVER (LDW)
DECLINES RATE PEREMERGENCY SICKNESS PROTECTION (ESP)
OR AUTO TOW PROTECTION (ATP)

DECLINES

RATE/DAY

PERSONAL ACCIDENT AND EFFECTS OR CARGO
INSURANCE (PAC)

SUPPLEMENTAL LIABILITY INSURANCE (SLI)

DECLINES

RATE/DAY

PREPARED
BY

4925

COMPUTED
BY

9476

ALL CHARGES SUBJECT TO AUDIT

VOUCHER ENTRY REQUEST

Request Date 8/14/00
Department Name: PUBLIC SAFETY CIVIL SERVICE COMMISSION Business Unit: CTY
Transaction Type: B90004 Transaction No: _____
Vendor Name: Budget Rmt a Car
Vendor No: 4064 Location Code: _____
Invoice No: SEAFEC 8230096 Invoice Date: 7/17/00
Gross Amt: \$ 127.76 Disc Pct/Amt: _____ Disc Due Date: _____
Sales Tax: \$ 19.76 Use Tax: _____
Freight: \$ _____

Special Requests:

Separate Check _____ Special Handling Code _____ Check Required By: _____

Distribution Line 1:

Amount: 108.00 Description: Car rental for MH (7/14-17/00)
Account: 74190 Org: VISID Open Item _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Distribution Line 2:

Amount: _____ Description: _____
Account: _____ Org: _____ Open Item _____
PC Unit: _____ Project/Grant: _____ Activity: _____

Voucher Prepared By:

Payment Authorized By: _____

Rose Almachar Alves

8/14/00

Name and Date

Ruby Dell Harris 8/14/00

Name and Date

SEATTLE CITY LIGHT
ATTN: ACCTS PAYABLE
700 5TH AVE SUITE 3300
SEATTLE, WA 98104-5040

A/P RECEIVED

JUL 24 2000

Statement Number: 704
Statement Date: 07/14/00
Account Number: DB00023852
Page: 1 Of 1
Send payment to:
BGI Shared Services
P.O. Box 95667
Chicago, IL 60694-5667

Statement Number: 704
Statement Date: 07/14/00
Account Number: DB00023852
Page: 1 Of 1
Send payment to:
BGI Shared Services
P.O. Box 95667
Chicago, IL 60694-5667

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE

Payment due in US Funds

Date	Item No	Renter's Name	CCI Ref.	Ref Info	Item Balance	Item No & Line No	Item Balance
7/5/00	807594SEAF C1	HILL, MAMIE	VIS10	T356877	468.47	807594SEAF C1	468.47
					468.47	Amount Due:	468.47

We appreciate your business. If you have questions about your account, please call Billing Inquiries at 1 (800) 884-4096

Budget**SEARS**
Car & Truck Rental

FORM # ADS-115-4 (5/98)

INSURANCE CERTIFICATE NO. (TRUCKS ONLY)

BUDGET ROADSIDE CARE (800) 858-5377
FINANCIAL DISTRICT 206 682 8989

CREDIT IDENTIFICATION OR BILLING INSTRUCTIONS

STATION SEARS

801 4TH AVE.
SEATTLE, WA

98104

NAME D HILL

AUTHORIZATION NO.

287326
SEA09VEHICLE NO/
OWNING
LOCATIONRENTAL
AGREEMENT
NUMBER

SEAFC8230096

DATE 08/20/97

DATE 08/20/97

159LDE WA

LICENSE NO.

RETURN LOCATION

SEARS FIN DIST CAR

NONE

DUE DATE

1759

MILEAGE

RATE

FCAR

TIME

07/17/00 0858

EINDT FINANCIAL DIST

07/17/00

MILEAGE

10467

C06

TIME

07/14/00 1725

VI 127.76

MILEAGE

10236

MIN

MAX

TIME

07/14/00 1725

MILES

231

MILES

ALLOWED

TIME

07/14/00 1725

WK=5DAY MIN

3- DAY@ 36.00

108.00

TOTAL I & M

108.00

TAX @ 18.300% ON 108.00

19.76

SUBTOTAL

127.76

CHARGED

127.76

LDW TRUCK DAMAGE LIMIT: 1

(See paragraph 11)

RENTAL DAMAGE WAIVER (LDW) - RENTED VEHICLES ONLY
 PERSONAL INJURY AND PROPERTY DAMAGE (PIP)
 PERSONAL ACCIDENT AND EFFECTS OR CARGO (PAEC)
 SUPPLEMENTAL LIABILITY INSURANCE (SLI)
 EMERGENCY SICKNESS PROTECTION (ESP) OR AUTO TOW PROTECTION (ATP)

ALL INFORMATION ENTERED ON THIS PAGE IS CORRECT (INCLUDING OPTIONS ACCEPTED OR DECLINED BY ME), AND I AGREE TO ALL TERMS OF THIS AGREEMENT (PAGES 1, 2, 3 AND 4).

X SIGNATURE ON FILE

LOSS DAMAGE WAIVER (LDW) RATE PER

FREE

EMERGENCY SICKNESS PROTECTION (ESP) OR AUTO TOW PROTECTION (ATP)

DECLINES RATE/DAY

PERSONAL ACCIDENT AND EFFECTS OR CARGO INSURANCE (PAEC) OR (PAC)

DECLINES RATE/DAY

SUPPLEMENTAL LIABILITY INSURANCE (SLI)

DECLINES RATE/DAY

RENTAL DAMAGE WAIVER (LDW) - RENTED VEHICLES ONLY

PREPARED BY

4935

COMPUTED BY

1967

ALL CHARGES SUBJECT TO AUDIT

MAKE CHECKS PAYABLE TO:

☐ PLEASE CHECK IF THERE IS A CHANGE OF ADDRESS AND PROVIDE THE INFORMATION ON THE BACK.



CROSS COUNTRY BANK
PO BOX 310711
BOCA RATON, FL 33431-0711

MINIMUM PAYMENT DUE	PAST DUE AMOUNT	PAYMENT DUE DATE	NEW BALANCE	ACCOUNT NUMBER	AMOUNT YOU ARE PAYING
[REDACTED]	[REDACTED]	12/03/00	[REDACTED]	[REDACTED]	[REDACTED]



FOR PROMPT CREDIT, MAIL PAYMENT TO
LOCATION SHOWN BELOW. PAYMENT IN
ANY OTHER WAY MAY DELAY CREDITING
YOUR ACCOUNT UP TO 5 DAYS.



MAMIE D. HILL

CROSS COUNTRY BANK
PO BOX 310728
BOCA RATON, FL 33431-0728



PLEASE DETACH THE ABOVE PORTION AND RETURN IT WITH YOUR PAYMENT TO INSURE PROPER CREDIT. RETAIN LOWER PORTION FOR YOUR RECORDS.
TELEPHONE NO. 561-443-CARD

ACCOUNT NUMBER	CREDIT LINE	UNUSED CREDIT	DAYS IN BILLING CYCLE	BILLING CYCLE CLOSING DATE	PAYMENT DUE DATE	MINIMUM PAYMENT DUE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11/08/00	12/03/00	[REDACTED]
DATE OF TRANS. POST.	REFERENCE NUMBER	DESCRIPTION OF TRANSACTION OR CREDIT			AMOUNT	
1014 1016	7427530MHSK9RS114	BUDGET RENT-A-CAR SEATTLE WA			CREDIT	127.76-
1014 1016	7427530MHSK9R8MQB	BUDGET RENT-A-CAR SEATTLE WA			CREDIT	131.28-

*Cross reference to
WP #27, pg 11
R3;
and WP #
27, pg 6*

*Mamie says
she should
not have
been
terminated.*

*(P) Cross ref
to WP #27, pg 7,
R3; and
WP #27, pg 11*

PREVIOUS BALANCE	PAYMENTS	CREDITS	PURCHASES AND CASH ADVANCES	DEBIT ADJUSTMENTS	FINANCE CHARGE	NEW BALANCE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

AN AMOUNT FOLLOWED BY A MINUS SIGN (-) IS A CREDIT OR A CREDIT BALANCE UNLESS OTHERWISE INDICATED.
LOOKING FOR THE PERFECT WAY TO MAKE A FAST & EASY PAYMENT?
CALL 1-561-982-9111 TO USE OUR AUTOMATED PAYMENT SYSTEM FOR
THE REDUCED COST OF \$5.00 PER PAYMENT.

DIAL 1-800-225-5030 FOR 24 HOUR ACCOUNT INFORMATION
(\$.50 AUTOMATED ACCOUNT INFORMATION FEE PER ACCOUNT INQUIRY).
AND INQUIRIES TO: PO BOX 310711 BOCA RATON, FL 33431-0711

PERIODIC FINANCE CHARGE RATE(S) THAT MAY BE USED

TYPE OF BALANCE	% PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	AVERAGE DAILY BALANCE	ANNUAL PERCENTAGE RATE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

XVC

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION.